The only Review and Approval System You'll Ever Need!

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Media Vault

Managing Users in your Argus Media Vault as an Admin

You can only add/delete media vault users if you are an admin for your Argus account.
1) Click Admin in your upper navigation bar.
2) Click the Users tab
3) A list of your current users will display as a list. Edit or delete your current users here.
4) Click the buttons on the right to Manage Users, Create New User, or click Add User to choose your media vault user from a list of current accounts.

Forgot Password

1) Click Forgot Password link above the password text box.
2) Enter your e-mail address into the space provided and click Submit
3) You will then receive an e-mail with a new temporary password.
4) Return to your postapps sign in page. Enter your e-mail and the password given to you.
5) Click Login
6) Once you've logged into your media vault, you can change your password.

Change Password

1) Click My Settings in the upper navigation bar.
2) Click Change Password button.
3) Enter in all fields and click Submit
4) Your password has now been successfully changed.

Upload

1) Choose your **Media Vault.**

2) Click the green **Upload** button on the left side of the page. The header will provide you with recommended image and video formats.

3) Click **Browse** and identify the files that you need to upload. If your browser supports this feature, you may click multiple items at once as well as drag and drop files into the uploading dock.

3) Click **Upload** All for upload to begin.

4) Argus will tell you the size of the file as well as the combined size of all files. Whichever media is dropped into the uploading dock first will load first

5) Once files are uploaded, enter the metadata for each file.
When finished, click **Save**. The metadata will then save and disappear.

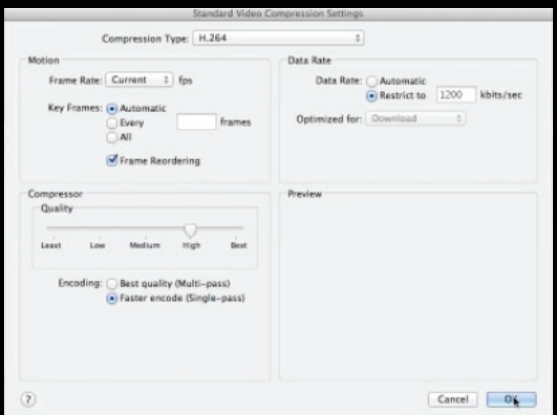
6) The media will save and disappear from the current page.

7) Return to the **Media Vault** where you will find each piece of media with a badge identifying the new media, as well as the status of other media.

Export H.264 Quicktime

1) Select the cut that you would like to upload to Argus.

2) Right click on the sequence, select **Export**, and then click on **Options**. Make sure that the export type is set to Quick Time movie.



3) Make sure the **Custom** check box is checked.

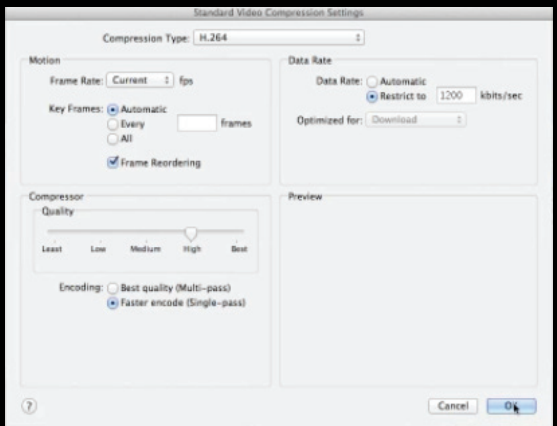
4) Click on the format button. Set the compressions to H.264.
Under **Data Rate**, click the check box labeled **Restricted** and enter in your kbits per second. We recommend 1200 but it is possible to go as high as 3000 kbits per second. Remember, the higher the bit rate, the longer the cut will take to upload.

5) Check the **Automatic** option and leave **Frame Reordering** checked.

Export H.264 Quicktime

6) Under the compressor heading, you will find two options available to you under **Encoding**. If you have the time, choose multi-pass. Otherwise, if you need to get the cut out as soon as possible, the single pass would be your fastest option.

7) Now that you have entered in these settings press **OK**. You will be brought back to the movie settings window.



8) Set up your audio settings. Click **Settings** under the **Sound heading**. Using the drop down menu next to **Compressor,** make sure that mpeg4 audio is selected.

9) Set the rate to 48k as well as a bit rate of 48k. Click **OK** and it will take you back to the movie settings window. Click **OK** again.

10) In your export settings window, click **Save** and save that file to your desktop. Once that file is saved, your cut will begin to render.

argus

Export Using Argus Link

1) Right click on the sequence that you would like to export.

2) Scroll down and choose the option Send To. Click on the option Argus. If you need to change the name of the export, do so under Filename at the top of the window.

3) Make sure the ArgusLink assist application is selected. To do so, make sure the Auto Launch checkbox is checked.

4) Use the drop down menu to select ArgusLink Assist. If you do not see this option on your drop down menu, click Add Item and open your ArgusLink Assist.

5) Your next step is to make sure that the Auto Load Exported File checkbox has been checked. When you have finished these steps, click the OK button on the bottom of the window.

6) You have now auto-launched your ArgusLink Assist App. Under Media Vault, select which vault you would like to use. Enter in any applicable meta-data you have for your cut.

7) To notify users that you have exported this cut to Argus, you may select users under the Notification tab and clicking the Submit button.

Playlist: Creating and Managing

Creating a Playlist

1) From within your media vault, create a playlist by clicking New Playlist. Enter the title of the playlist in which you'd like to create. Click Add and the new playlist will appear on a menu of playlists on the left hand side of your screen.

2) Find the files in your media vault by either pressing the + icon and checking the box of your playlist or by dragging the media to your playlist.

3) Inside of the playlist, you can set the play list expiration date as well as attach a message.

4) The expiration date is a set amount of time that the playlist will be active. Once the given date has arrived, the playlist will no longer be active.

5) You can also set deadlines within the playlist on individual files.

Playlist: Adding Reviewers and Creating Messages

Adding Reviewers

1) Click on **Manage Playlist** located on the left menu bar beneath the title of your playlist.

2) Click **Add Reviewers** and a list will appear with all reviewers associated with your media vault.

3) Simply click on the individuals that you would like to share your media with, or use the search feature to locate specific reviewers.

Creating a Message

1) To create a message, click the green **Send Message** button. You will be able to write and edit your message using the text editing tool on this page.

2) After you've finished creating your message click **Send**.

3) Leave your message and come back to it later by clicking the **Save** button.

4) The messages tab allows users to review sent/draft messages

5) You will see on the left side who will be receiving this message by an HTML e-mail as well as exactly who will be receiving this message as an SMS.

argus

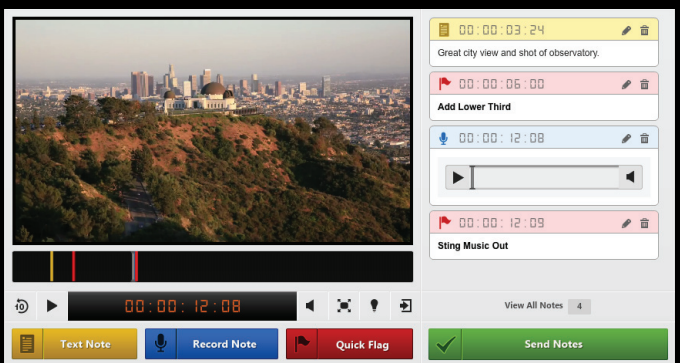
Argus Media Player

1) As the reviewer, you receive an e-mail. Click on the link that says “Review Playlist” which takes you to the playlist page in Argus.

2) Clicking on the media file that you would like to view launches the Argus Media Player.

3) Once you enter your player, the player will bring you to where you last left off.

4) The gray checkmark indicates that the media has been viewed. If the clip had not been viewed yet, the badge would say New. A green checkmark indicates the notes have been sent, and a red clock indicates that a clip is overdue for review.



Argus Media Player

5) The notes display panel is to the right of the player. As you add the notes, they will populate within this notes display panel.

6) Time code will be present for video only and will appear below the play bar as well as display within your notes

7) You can scrub the play bar, control volume, enter full frame for presentation mode, lights-out or dim.

8) You will see that when you click to make your note, the time code will appear in the notes display panel.

9) Notes are color coded: **Yellow for Text Notes, Red for Quick Flag**, **Blue for Audio Notes.**

Media Vault Navigation

1) To log into your Argus **Media Vault**, enter your e-mail and password at **yourcompany.postapps.com**

2) After logging in, the Media Vault screen will appear. You must be a vault admin to access the media vault section of Argus.On the top left side of the screen you will see the Argus product logo followed by your company or show logo.

3) Toggle through Argus using the upper navigation bar.

4) Click on the vault icon that you wish to open.
Once you've entered your vault. You may still toggle between vaults by using the drop down menu.

5) Inside the vault you will find several controls. You can manually upload media, create and add media to playlists, as well as filter by media type.

Media Vault Navigation

6) There are two scroll bars. The browser scroll bar controls the media section. There is also a scroll bar within the playlist section.

7) Use the right hand scroll bar to view your media. You may also search by specific criteria such as title or show. When you search, the search criteria will highlight within your search results.

8) You can preview media within the vault by clicking on the media title

9) View your media by List View, **Thumbnail View, and Grid View.**

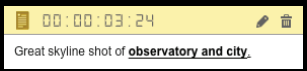
10) Update or add metadata to your media by clicking the pencil-shaped Edit button.

Creating Notes

Text Note

1) Click the yellow text note button.

2) In your notes you have basic text editing capabilities such as color changes, bolding and underlining.



3) Save your note and it will appear as the first line on the notes display panel.

Quick Flag

1) Click the Quick Flag button below your play bar.

2) Create presets for your quick flags based on your project. Your quick flags are personal to your media player.

Examples of Quick Flag Presets: “Boom in Shot” “Too Dark to See”

Creating Audio Notes

Audio Note

1) Click the blue Audio Note button below the play bar.

2) Connect your microphone to your compute. You will be prompted by flash to allow the microphone to be used in Argus. With the microphone connected to your computer, press the red circular record button to begin recording.

3) When you have finished recording, Press Save and the audio note will appear in your notes display panel.

4) Play back the note by pressing the play button.

5) If you are not satisfied with your note, press the Edit button next to the trash and press the red record button to re-record

6) If you would like to delete your audio note,
Click the trash can next to your audio note in the notes display panel.

Sharing Notes

1) Click Send Notes.

2) Choose who you would like to receive the note. You can add external accounts if you'd like someone to view your notes who isn't an Argus user.

3) Add a message that will attach to your notes.

4) When satisfied with your message, click Send Notes. Your notes will be sent followed by a confirmation notification.